

NOTICE OF INFORMATION

This event should be used to file the following types of Information Notices:


- Abandonment
- Public Sale
- Public Auction
- Private Sale

NOTE 1: The Notice of Information event is used for docketing all information notices except a Settlement of Controversy which is a separate event.

NOTE 2: Because you will be prompted in this event to enter a hearing date, please determine this information prior to filing the Notice by accessing *Hearing Dates - Judges Calendar* under *Chambers* on our web site. **The hearing date must be at least 30 days from the date of filing; the objection date will default to 20 days from the date of filing.**

CAUTION: If you are docketing a Notice of Private/Public Sale and a motion has been submitted in conjunction with the notice, please e:file the motion first and use the same hearing date in both events.

STEP 1 Complete the appropriate [Information Notice](#) form available on our internet site

 *TIP - Hearing dates may be obtained by accessing Hearing Dates - Judges Calendar under Chambers on the website..*

STEP 2 Choose **Bankruptcy** from main menu

STEP 3 Choose **Miscellaneous Events**; click [NEXT]


STEP 4 Enter case number; click [NEXT]

STEP 5 Select **Notice of Information** from drop down list; click [NEXT]

 ***TIP - DO NOT USE THIS EVENT FOR NOTICE OF SETTLEMENT OF CONTROVERSY.***


STEP 6 If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.

STEP 7 Select the Party or click Add/Create New Party; click [NEXT]

 ***TIP - If Add/Create New Party is selected, you must complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen.***

STEP 8 Upload the completed Notice of Information form; click [NEXT]


STEP 9a Enter the Nature of Notice.


 ***TIP - YOU MUST ENTER THE NATURE EXACTLY AS IT APPEARS IN THE EXAMPLE. DO NOT ADD ANY ADDITIONAL CHARACTERS TO THE OPTIONS SHOWN ON THIS SCREEN.***

 ***TIP - ALTHOUGH SETTLEMENT OF CONTROVERSY IS SHOWN AS ONE OF THE EXAMPLES, DO NOT USE THIS EVENT FOR SETTLEMENT OF CONTROVERSY. A SEPARATE EVENT EXISTS.***


STEP 9b Enter Description of Property.

STEP 9c Enter Hearing date and time if Objection is filed.

 ***TIP - The hearing date must be at least 30 days or more from the date of filing. The last day to object will default to 20 days from the date filed.***


 ***TIP - If this Notice is being filed in conjunction with a motion, please be sure to use the same hearing date.***

STEP 9d Place a check in the box if this Information Notice refers to an existing event; click [NEXT]

 *TIP - If you placed a check in the box, the next two screens will ask you to select the category to which your event relates and then place a check in the box next to the appropriate event.*

STEP 10 Confirm case name and number; click [NEXT]

STEP 11 Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 *TIP - The text of this docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen on which the error was made.*

SAMPLE DOCKET TEXT

**Notice of Information for Abandonment re: 12 Main Street filed by John Smith.
Hearing date if Objection filed: June 24, 2003. Objections due by 5/20/2003.
(Smith, John)**

STEP 12 Notice of Electronic Filing displays